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Chrono

AD/CD

FEB 10 1951

AD/RR

Establishment of a projects research center

1. Pending the establishment of a system for the microfilming of each document as it comes into CIA, it is essential to the research work of O/RR that a copy of every document and enclosures received by CIA be available at all times in the Library.
2. Past experience has shown that lending unique copies of documents results in their being mislaid, cached, and even lost. Regrettable disappearances of this nature hamper the work of the analyst, lead to confusion and delay, and should be avoided.
3. At the same time, the work of the analyst frequently requires that he have access, over a period of days, to a number of documents, which may exist in one copy only.
4. In order to provide such access and at the same time retain unique documents in the custody of the Library, it is recommended that O/CD establish a projects research center. An analyst having need of unique documents would go to the center, have the documents charged to him for use in the center only. At the close of business he would put the documents in a manila folder, and have them locked in a safe in the center. It is recognized that O/CD would have to maintain a clerk, constantly in the center, to prevent over-zealous researchers from removing the documents, to open and close the safe, and to keep track of who was using what documents.
5. It is presumed, of course, that documents coming into CIA in one copy, and which are not reproduced, will not be disseminated, but will be held in the Library, and that an Intellofax abstract will be routed in its stead.
6. It is recognized that such a system leaves something to be desired, but it would appear to be

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an improvement over the present method which has led to the disappearance, temporary and permanent, of so many documents. In any event it is an interim measure, pending the introduction of the microfilming system, mentioned in paragraph 1.

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D/RC: [REDACTED]

Distribution:

Addressee	O&I
AD/RR	2✓
D/RC	2
O/CI	1
O/SI	1

AD/CI concurs on condition that O/CI have material concerned for 48 hours before it is forwarded to OCD Library.

Concurrence:

AD/CI

AD/SI

AD/SI similarly concurs, with the understanding that present arrangements with OCD for direct routing of unique material within OSI's responsibility for current intelligence are continued. Such material will not be held beyond 48 hours.

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